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DEPARTMENT OF ENERGY &
ENVIRONMENTAL PROTECTION
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Daniel C. Esty, Commissioner

Municipal Inland Wetland Commissioners Training Program

2008 Summary Report

Inland Water Resources Division
Bureau of Water Protection & Land Reuse
www.ct.gov/dep/inlandwetlands

July 2013



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Municipal Inland Wetland Commissioners Training Program

2008 Summary Report

Introduction

Connecticut's Inland Wetlands and Watercourses Act (IWWA), Connecticut General Statutes (CGS) section 22a-36 through section 22a-45, delegates the authority to regulate inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Environmental Protection (DEP)¹ to develop a comprehensive training program for inland wetlands agency members². The objective of the program is to provide training and guidance to municipal inland wetlands agencies regarding both the law they are implementing and the resources they are charged with protecting. The training program is known as the Municipal Inland Wetland Commissioners Training Program and has been conducted since 1987 (see Appendix A for a history of the training program). This report describes and summarizes the 2008 Municipal Inland Wetland Commissioners Training Program.

The 2008 Municipal Inland Wetland Commissioners Training Program

The 2008 Municipal Inland Wetland Commissioners Training Program was announced to all municipal inland wetlands agencies through two brochures. The first brochure, which explained the training program and provided a description of the program's three segments, was mailed in February 2008. The brochure contained a registration form for both Segment I and Segment II (see Appendix B1). A second brochure was mailed to all municipal inland wetlands agencies in September 2008. The second brochure contained a more detailed Segment III program description and a registration form for that segment (see Appendix B2).

Program Format and Content

Segment I was titled "Connecticut's Inland Wetlands and Watercourses Act: A Primer for New Inland Wetlands Agency Members and Staff", and provided participants with the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. Subject matter included: the identification of wetlands and watercourses with an emphasis on soil science, the statutory basis for regulating wetlands and watercourses in Connecticut, the role of municipal inland wetlands agencies, the general functions and values of wetlands and watercourses, and a basic lesson in map reading and site plan review. The Office of the Attorney General assisted with Segment I. The segment was held during March and April at four locations: the

¹ This report summarizes the 2008 Municipal Inland Wetland Commissioners Training Program and as such references the "DEP" or "Department of Environmental Protection". The "DEEP" or "The Department of Energy & Environmental Protection" was not established until 2011.

² The term "commissioner(s)" and "commission member(s)" is synonymous with the term "agency member(s)".

Northeastern Connecticut Council of Governments, Killingly; DEP Marine District Headquarters, Old Lyme; DEP Kellogg Environmental Center, Derby; and the DEP Sessions Woods Wildlife Management Area, Burlington.

The Segment I program title was updated to accurately reflect the intent of the workshop. Previous Segment I programs were titled "Connecticut's Inland Wetlands and Watercourses: An Introduction to Principles and Practices". While Segment I does provide an introduction to principles and practices, it focuses on Connecticut's law as opposed to wetlands and watercourses in general. Therefore adding the word "Act" to the title and noting that the program is a "primer" for new agency members and staff reflects the goal of the program. Further, during the 2008 training program, Segment I was shortened from six hours to four hours. This was done to address previous exit questionnaire suggestions and to ascertain if a shorter program was an adequate length in which to convey the fundamentals of the Connecticut Inland Wetlands and Watercourses Act.

Segment II was titled "Connecticut's Inland Wetlands and Watercourses Act: A Legal, Administrative, and Resource Management Update". This advanced segment was recommended for all agency members and staff. During the first half of the workshop DEP staff provided an overview of the 2008 legislative session and a discussion of new amendments to the Connecticut Inland Wetlands and Watercourses Act. In addition, representatives from the Office of the Attorney General provided a synopsis of relevant court cases and a presentation on permitted operations and uses focusing on agriculture. The morning portion of the program concluded with a presentation from the Connecticut Siting Council. The afternoon of Segment II offered two relevant presentations by guest speakers, one on Robert's Rules of Order and how such Rules apply to municipal inland wetlands agencies; and the second on public hearing procedures. The Segment II program was held during May and June at five locations: University of Connecticut Graduate Business Learning Center, Hartford; Northeastern Connecticut Council of Governments, Killingly; DEP Sessions Woods Wildlife Management Area, Burlington; Lapham Community Center, New Canaan; and DEP Marine District Headquarters, Old Lyme. The New Canaan location was a new venue.

The Segment II title, as with Segment I, was updated to clearly convey program content. During previous training years Segment II was called "Connecticut's Inland Wetlands and Watercourses: Legal Issues, Resource Management and Related Disciplines". In 2008 the word "Act" was added to the title and the word "update" was added as the goal of Segment II is to provide annual updates.

Segment III was titled "Connecticut's Inland Wetlands and Watercourses: Soils and their Relationship to Water Quantity and Water Quality". This segment was designed for municipal inland wetlands agents, enforcement officers, and experienced commission members. This all-day program provided participants with an overview of soil science, reviewed the importance of soils as a basis for determining wetland boundaries in Connecticut, and emphasized the effects of soils on water quantity and water quality. Segment III began with a series of indoor presentations followed by a field session in which three exposed soil profiles were explored. The program was held at two different locations: UConn Campus, Torrington; and UConn Campus, Storrs. The Torrington location was offered on three different dates and the Storrs location on two different dates for a total of five workshop offerings.

Participants at Segment I, Segment II, and Segment III were provided with a corresponding text packet (printed materials) to share with their respective inland wetlands agencies, enabling training to extend beyond the segment participants, and to assist the agency in meeting the Connecticut statutory requirement of Section 22a-42(d). The packets contained an agenda, lecture outlines, as well as other supporting information pertaining to the topics being

discussed. Appendix C1 contains a list of presenters for the 2008 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C4 consist of the agendas for each of the training program segments.

Training Program Registrations and Voucher Usage

The DEP carried out the IWWA statutory requirement (Section 22a-42(d)) of making the comprehensive training program available to one person from each town, without cost to that person or town, by mailing one voucher (See Appendix D1) along with the program brochure to each municipal inland wetlands agency in February. The voucher allowed one person from each town to attend Segment I and Segment II at no cost. The DEP mailed a second voucher for Segment III, along with a second program brochure, in September. Participant substitution of the voucher was allowed on a case-by-case basis.

Table 1 below summarizes the registrations received for the 2008 Municipal Inland Wetland Commissioners Training Program. A grand total of 530 participants registered for the 2008 training program. Nearly half of the registered participants (47%) paid to attend some portion of the training program. Many towns, in addition to using the voucher, paid for extra participants to attend one or all of the training program segments. Participants represented 115 towns (see Appendix D2), or 68% of Connecticut's municipal inland wetlands agencies.

Table 1. Participant Registration 2008 Training Program

2008 Municipal Inland Wetland Commissioners Training Program	Total # of Registered Participants	# of Registered Voucher Participants	# of Registered Paying Participants
Segment I	144	88	56
Segment II	205	97	108
Segment III	181	95	86
TOTAL	530	280	250

Participant Attendance and Certificate of Completion

The 2008 Municipal Inland Wetland Commissioners Training Program received 530 program registrations. As with any training program, registered participants may not attend due to family, work or other issues. Therefore it is important to note that of the 530 total registrants, 486 participants actually attended the training program. Of the 486 attending participants, 129 attended Segment I, 188 attended Segment II, and 166 attended Segment III. If a person registered for more than one segment, they would be counted as more than one participant (i.e.: person registered for Segment I and Segment II would be counted as two participants). There were 276 individuals who attended the 2008 training program. Of those individuals, 80 completed all three segments. As a result, 80 certificates of program completion pursuant to CGS Section 22a-39(n) were issued upon conclusion of the 2008 training program. (Appendix E shows a sample of the certificate.)

Administrative and Financial Summary

In order to conduct the 2008 Municipal Inland Wetland Commissioners Training Program in an efficient manner, the DEP contracted with the University of Connecticut, College of Continuing

Studies (CCS), to provide administrative support for the training program. Services provided by the CCS and the DEP can be found in Appendix F.

Through a Memorandum of Understanding between the CCS and the DEP, it was agreed that a cost of \$35 per person per segment would cover the services provided by the CCS. Note that this cost does not include expenses associated with the voucher, nor does it include the DEP in-kind services mentioned in Appendix F. The CCS accepted registration by voucher in lieu of payment. Consequently, the DEP was required to subsidize \$35 per voucher. Therefore, the DEP established a registration fee of \$55 for Segment I and for Segment II; and a registration fee of \$60 for Segment III. The DEP kept registration fees low in order to attract participants in addition to those using the voucher. Besides participant registration fees, funding sources for the 2008 Municipal Inland Wetland Commissioners Training Program included the DEP Wetlands Penalty Account (CGS Section 22a-44(b)) and a U.S. Environmental Protection Agency Wetland Program Development Grant.

Table 2 below shows the breakdown of the CCS costs incurred for the 2008 training program. Note that the CCS provided program administration services for each registered participant, regardless of whether they actually attended the program or not, and regardless of whether they used a voucher or paid a registration fee. Therefore the number of registered participants, as opposed to the number of participants that truly attended the program, is used when calculating the financial information as this reflects the actual costs the CCS charged to the DEP. Table 2 does not reflect DEP in-kind services. It is worth mentioning that in order to have covered all of the CCS costs associated with the 2008 training program; the DEP would have had to charge a registration fee of \$152.00 per segment to each of the registered *paying* participants.

Table 2. Participant Registration Financial Summary 2008 Training Program

2008 Municipal Inland Wetland Commissioners Training Program	Segment I	Segment II	Segment III	TOTAL
Total # of Registered Participants	144	205	181	530
# of Registered Voucher Participants	88	97	95	280
# of Registered Paying Participants	56	108	86	250
Registration Fee	\$55.00	\$55.00	\$60.00	-
CCS Cost based on \$35.00 per Registered Participant	\$5,040.00	\$7,175.00	\$6,335.00	\$18,550.00
Total Receipts from Registered Paying Participants ^a	\$3,080.00	\$5,940.00	\$5,160.00	\$14,180.00
Participant Registration Costs Subsidized by DEP	\$1,960.00	\$1,235.00	\$1,175.00	\$4,370.00
Other CCS Expenses ^b	\$4,949.05	\$4,949.05	\$9,336.75	\$19,234.85
Balance DEP Paid to CCS	\$6,909.05	\$6,184.05	\$10,511.75	\$23,604.85^c

a: Receipts were payable to the CCS for program administration

b: Includes non-registration expenses such as brochure design and printing, food services, transportation, etc.

c: Total cost of training program NOT including DEP in-kind services

Exit Questionnaires

Participants in the 2008 Municipal Inland Wetland Commissioners Training Program were asked to fill out an exit questionnaire at the end of each segment (see Appendix G). The questionnaires were summarized to determine if the training program met the needs of municipal inland wetlands agencies and their staff, and to obtain topic suggestions for future workshops. Not every participant completed an exit questionnaire, nor was every questionnaire completed entirely.

DEP staff collected 115 questionnaires for Segment I, 166 questionnaires for Segment II, and 124 questionnaires for Segment III. The exit questionnaire asked participants to indicate whether they were commission members or staff. The breakdown of commissioners and staff for each segment, based on the exit questionnaires collected, is summarized in Table 3 below. As Segment I is tailored for the new agency member or staff person, and since most municipal staff have completed Segment I at some point in time, DEP staff anticipated the majority of

Segment I participants to be new commission members. As was expected, more than half of the Segment I attendees were members. What is interesting to note is that 18% of attendees were other interested individuals, not associated with a municipal inland wetlands agency. DEP staff also expected Segment III to be attended by a large number of staff. Staff represented over one-third of the Segment III attendees (35%).

Table 3.* 2008 Training Program: Participant Category

2008 Municipal Inland Wetland Commissioners Training Program	Commissioner	Staff	Other / Did Not Indicate
Segment I	64	15	21
Segment II	99	53	13
Segment III	69	43	10

* Numbers between tables vary because not all questions were answered on each exit questionnaire received.

The exit questionnaire also included questions to determine the quality of the segments, and to determine how the segments addressed the needs of the participants. One question asked participants to characterize the overall quality of the segments as excellent, good, fair or poor. Unfortunately, data for three out of the five Segment 3 workshops was misplaced. Therefore the Segment 3 information noted in Table 4 below is incomplete. Nonetheless, the table shows that 62% of responding participants felt the 2008 training program was excellent, and 37% felt the program was good - a score of good or higher by 99% of attendees.

Table 4.* 2008 Training Program: Overall Quality

2008 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	72	40	1	0
Segment II	101	64	0	0
Segment III	34	22	2	0
TOTAL	207	126	3	0

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

Another question asked participants to indicate, by categorizing as excellent, good, fair or poor, how the information presented met their expectations and corresponded to their needs. Again, due to misplaced data, the Segment 3 information noted in Table 5 below is incomplete. Despite that, the table shows that 98% of the responding participants felt that the 2008 training program was excellent or good at meeting expectations and needs.

Table 5.* 2008 Training Program: Responding to Participant Needs

2008 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment I	60	49	1	0
Segment II	92	71	1	0
Segment III	29	25	3	0
TOTAL	181	145	5	0

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

Recommendations for Future Training Programs

Upon completion of the 2008 Municipal Inland Wetland Commissioners Training Program, DEP staff analyzed exit questionnaire comments to determine if the program met the DEP's expected outcome, and to determine if the program provided agency commissioners and staff with a high-quality learning experience.

Segment I was tailored for the new agency member or staff person and was designed to be repeatable from year to year, enabling municipal inland wetlands agencies to count on a component of the program that will train new members and staff. Of the exit questionnaires that were completed, 69% of Segment I attendees indicated they were either members of their municipal inland wetlands agency or staff for the agency. Further, 70% of participants indicated they had been with their inland wetlands agency two years or less (Table 6 below).

Table 6. 2008 Training Program: Years as a Commission Member/Staff

2008 Municipal Inland Wetland Commissioners Training Program	Less than 1 year	1 – 2 years	3 – 4 years	5 -10 years	More than 10 years	Did Not Answer	Total
Segment I	65	16	11	8	9	6	115

It appears that the Segment I training program is continuing to reach the population it is intended for, specifically, the new agency member or staff person.

Further, during the 2008 training program, Segment I was shortened from a six hour program to a four hour program. This was done to address previous exit questionnaire suggestions and to ascertain if a shorter program was an adequate length in which to convey the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. The shorter format proved to be ineffective as there was very limited time to answer questions and provide the necessary program content. The workshop felt rushed and exit questionnaire comments stated that more time was needed to answer participant questions. Therefore DEP staff recommended that the

Segment I format be maintained as an all-day six hour program, and that it continue to be offered at four different locations/dates during the 2009 training year.

Segment II was designed to provide all agency members and staff with information on new legislation, new case law, and a technical wetland related subject. Since Segment II provides municipal inland wetlands agencies with annual updates, DEP staff strongly recommends that at least one member of an agency, or the agency's staff, attend Segment II. Registrations for the 2008 Segment II program increased slightly compared to the 2007 Segment II program. Of the individuals that attended, registration forms indicated that 60% of attendees were inland wetlands agency members and 32% were inland wetlands agency staff. Further, 35% of attendees indicated they were with their commission less than two years while 45% of attendees indicated they were with their commission three years or more. Segment II continues to attract a wide array of commission members and staff, including new agency members seeking to complete the entire three segment annual training program.

The 2008 Segment II program was offered at a new location, the Lapham Community Center, in New Canaan. This new location proved to be ideal for residents of Fairfield County. Due to room size restrictions, only forty participants were able to register for this site, resulting in a waitlist. Due to the location's popularity, DEP staff recommended continuing to use the Lapham Community Center for future Segment 2 workshops.

Due to the Segment II program's consistent registrations over the past few years, DEP staff recommended maintaining the five dates/locations offered during the 2009 training year. Further, DEP staff recommended continuing to collect email addresses through the registration process. This enables a Segment II reminder notice to be sent to registered participants, ensuring program attendance. In past years this has proven to be an effective way to encourage participants to attend Segment II, or to cancel in a timely manner so that wait listed individuals may have a chance to participate.

Segment III was tailored for municipal staff and experienced agency members, and consisted of a technical field workshop. Unfortunately, data for three out of the five Segment 3 workshops was misplaced. Based on completed Segment III exit questionnaires, 56% of the registrants indicated they were agency members and 35% of the registrants indicated they were municipal inland wetlands agency staff. As expected, Segment III attracted the largest percentage of staff compared to the other two 2008 segments. Of all the participants, 37% had been with their commission two years or less; while 47% had been with their commission three or more years. This confirms that Segment III attracts experienced commission members and staff, as intended. DEP staff recommended continuing to offer Segment III on four or five different dates, depending on subject matter and field location availability, during the 2009 training program; and to continue to vary the subject matter offered each year. Finally, DEP staff also recommended continuing to email a Segment III registration notice to those individuals that completed both Segments I and II.

Summary

The five year average (2003 through 2007) for total participant registrations in an annual training program is 503. The 2008 training program exceeded that average with 530 total registrants. Further, while the certificate of program completion has no professional designation associated with it, and simply indicates that a person has made the effort to complete all three segments in a particular calendar year, it appears the certificate carries

more weight as towns are requiring staff to obtain such certificate and as new members are seeking it for their personal file.

The DEP anticipates that the three-segment approach to training, with the incorporation of recommendations from participants, will enable the Department to continue to provide a successful training program. Additional comments and suggestions are welcome as the DEP continues to strive to provide a modern, reliable, informative and quality Municipal Inland Wetland Commissioners Training Program. Please do not hesitate to contact the DEP's Wetlands Management Section at (860) 424-3019 or at 79 Elm Street, Hartford, CT 06106.

Appendix A

History of the Municipal Inland Wetland Commissioners Training Program

Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for municipal inland wetlands agency members and staff. The annual program covers a broad range of issues including the administrative, legal, and scientific aspects of municipal inland wetlands regulation.

The training program began in 1987 as a result of an amendment to the Connecticut IWWA and consisted of a series of workshops offered intermittently. In 1995 the IWWA was again amended to require the DEP to issue a certificate to any member of a municipal inland wetlands agency or its staff who completed the training program (CGS Section 22a-39(n)). In 1996 the IWWA was further amended to require that at least one member of a municipal inland wetlands agency or staff of the agency completes the comprehensive training program (CGS Section 22a-42(d)). In addition, the IWWA was amended to require "duly authorized agents" to complete the comprehensive training program before they are delegated the authority to approve or extend certain activities pursuant to CGS Section 22a-42a(c)(2). To assist municipalities with sending individuals to the training program, the 1996 amendments required the DEP to make the training program available to one person from each town without cost to that person or the town. To implement this requirement the DEP issued an annual Prepaid Registration Certificate, which in subsequent training years became known as a Voucher.

Due to the numerous changes made to the IWWA in 1996, the DEP determined there was a need to develop a more extensive training program to meet the increasingly complex goals and objectives of both municipal inland wetlands agencies and municipal staff, and to efficiently convey important legal and resource information. Therefore the DEP implemented a pilot training program for the fall, winter, and spring of 1996 through 1997 (see report titled "The 1996-1997 Municipal Inland Wetland Commissioners Training Program", March 2000). Upon completion of the pilot program, DEP staff analyzed training program evaluation forms, obtained comments from various municipal inland wetlands agencies, and received comments from other interest groups and resource professionals. This information was then utilized to define the necessary statutory and resource protection knowledge and skills that need to be taught to agency members and staff, and to make recommendations on how future training programs are to be conducted.

Consequently, DEP staff recommended that the 1997 - 1998 Municipal Inland Wetland Commissioners Training Program be organized into three components: an introductory segment, an advanced segment, and a specialized segment (see report titled "Municipal Inland Wetland Commissioners Training Program 1997 - 1998 Summary Report", October 2002). The introductory, advanced and specialized segments respectively became known as Segment I, Segment II and Segment III. Specifically, Segment I was intended for new agency members and staff. This portion of the training program provided an introduction to the IWWA and examined the roles and responsibilities of municipal inland wetlands agencies, the basic functions and values of wetlands, the identification of wetlands and watercourses in Connecticut, the basics of site plan review, and a brief overview of other regulatory programs. This segment was designed to be repeatable from year to year without any significant changes in course material, enabling municipal inland wetlands agencies to rely on a component of the program to train new members.

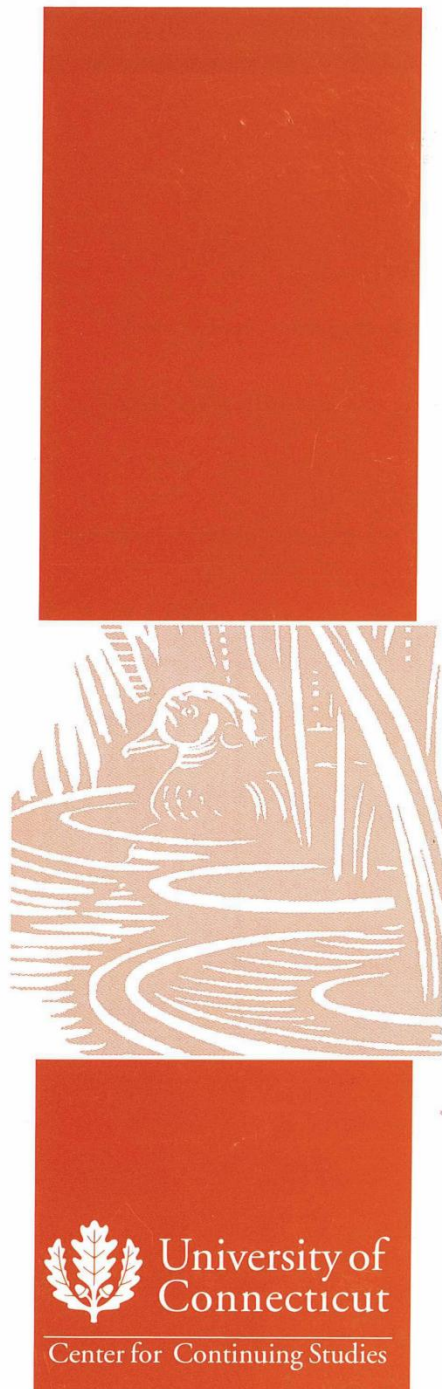
Segment II of the training program targeted all wetlands agency members and staff and expanded upon the introductory portion. New amendments to the IWWA, a case law update, a legal "hot topic", and a specific technical wetland related subject were discussed. This segment was designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

Segment III was tailored for municipal inland wetlands agents and other staff, as well as experienced agency members, who have considerable knowledge of wetland and watercourse related issues. This portion of the program consisted of a technical field workshop on a specialized topic.

The 1997 - 1998 three-segment format was a success, attended by two-thirds of Connecticut's municipalities. As a result, DEP staff decided to continue the three-segment approach with future Municipal Inland Wetland Commissioners Training Programs.

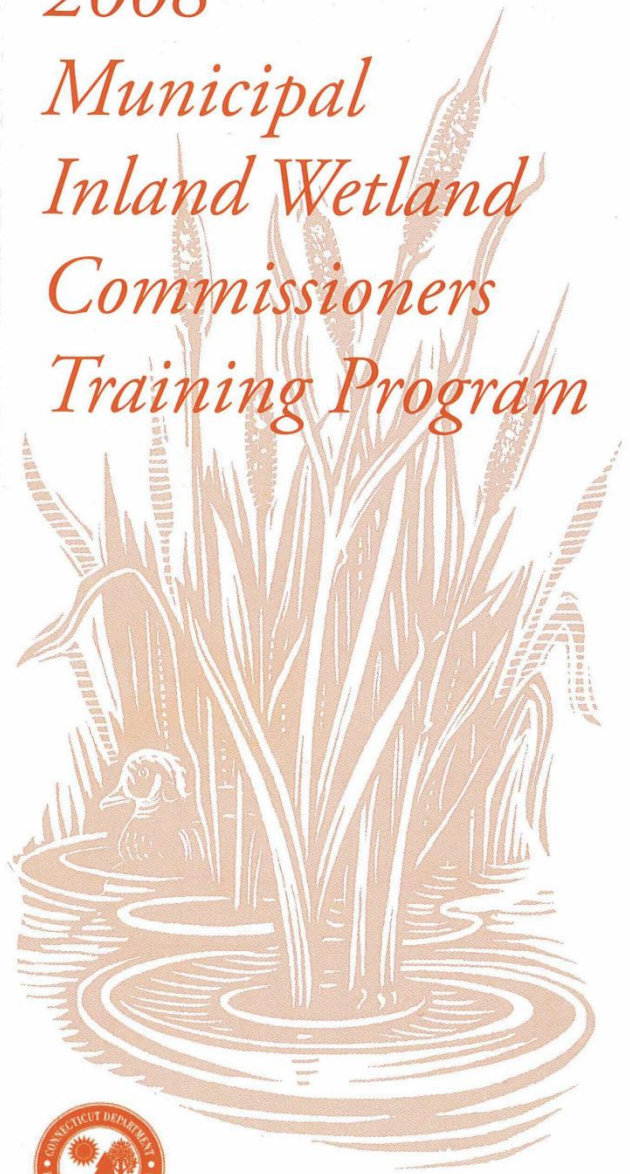
In 1999 DEP staff decided to offer the entire three segment training program on a calendar year basis. Previous training programs began in October of a given year with Segment I and ended in June of the following year with Segment III, similar to a school schedule. Conducting the program in such a manner caused some confusion among participants and was not administratively efficient. The new calendar year schedule allowed the program to begin in the spring with Segment I and Segment II, and finish in the fall with Segment III (see report titled "Municipal Inland Wetland Commissioners Training Program 1999 Summary Report"). DEP staff maintained the calendar year, three-segment format for the 2000 through 2008 training programs (for more information regarding a specific training year see the corresponding summary report). Recommendations and exit questionnaire comments continue to be incorporated into the program on an annual basis.

Appendix B1



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2008 Municipal Inland Wetland Commissioners Training Program



*State of Connecticut
Department of Environmental Protection
79 Elm Street, Hartford CT 06106-5127
Gina McCarthy, Commissioner
www.ct.gov/dep*

The 2008 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Environmental Protection (DEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for inland wetlands agency members and staff. The annual program covers a broad range of legal, administrative and scientific subjects relevant to municipal inland wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 170 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- ▲ Segment I is tailored for **new** agency members and staff.
- ▲ Segment II is recommended for all agency members and staff.
- ▲ Segment III is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. Please call the UConn student services office at 877-892-6264 or 860-486-4905.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town. A voucher for Segments I and II of the 2008 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for free registration, the person selected by his or her wetlands agency must include the **original DEP voucher** with the registration form that is sent to UConn. The prepaid voucher is not transferable and therefore participant substitution is not allowed for those registrants. For online registration use the voucher code to receive complimentary registration.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The Statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1995 meet this requirement. Other agents must complete all segments of the 2008 or a future annual training program to meet this requirement.

How does one register for future training programs?

Each year a brochure containing program information and a registration form for Segment I and Segment II, as well as one voucher, are mailed to every municipal inland wetlands agency in February. A second brochure and voucher for Segment III are mailed in September. Online registration is also available at these times.

Workshop Descriptions

March/April 2008 - Segment I

Connecticut's Inland Wetlands and Watercourses Act: A Primer for New Inland Wetlands Agency Members and Staff

This segment is designed for new agency members and staff. Participants will learn the fundamentals of the Connecticut Inland Wetlands and Watercourses Act, and will receive a presentation on wetland soils, a lesson on site plan review and map reading, and a brief summary of the functions and values of wetlands and watercourses.

May/June 2008 - Segment II

Connecticut's Inland Wetlands and Watercourses Act: A Legal, Administrative, and Resource Management Update

This segment is recommended for all agency members and staff. During the first half of the workshop representatives from the Office of the Attorney General will provide a synopsis of any 2008 legislative amendments to the Inland Wetlands and Watercourses Act, a review of recent court cases, and a discussion on permitted operations and uses focusing on the agricultural exemptions. The workshop will continue with a presentation by the Connecticut Siting Council regarding their program elements as they relate to wetland and watercourse jurisdiction. The second half of the workshop will provide an overview of meeting conduct and parliamentary procedure using Robert's Rules of Order, and will discuss how the Rules relate to municipal inland wetlands agencies. This discussion will be followed by a presentation on how to properly conduct a public hearing. Guest speakers Dr. Rollin Shoemaker, Professional Registered Parliamentarian, and the attorneys of Branse, Willis & Knapp, LLC, will present the second half of the workshop.

October 2008 - Segment III

Topic to be announced in the next brochure

This segment is designed for municipal inland wetlands staff. The first part of the workshop will be conducted in the classroom and will consist of presentations and discussions on the chosen subject. The second part of the workshop will take place in the field. We will visit a nearby wetland and relate what was discussed during part one. The field portion will involve some walking. Please dress appropriately for the outdoors and the weather. Topic information and registration for this segment will be available in September.



Registration Form

Wetlands

Segments I and II

Spring/Summer 2008

Please make a copy of this registration form for additional registrants.

Name _____
(Name as it will appear on your certificate, if applicable.)

Social Security # _____
(Optional: will be used only as your student identification number.)

Phone: Day (____) _____

Evening (____) _____

Preferred Mailing Address: ☐ Home ☐ Business

Street _____

City _____ State _____ Zip _____

Email _____

Please check the following as they apply to you.

I am:

☐ An appointed/elected member of my municipal
Inland Wetlands Agency/Commission for the town
of _____

☐ The authorized municipal Inland Wetlands Agent
for the town of _____

☐ Submitting a DEP voucher for the town of

Please let us know if you require special services due to
a disability:

Directions to segment locations are available online
(<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>) or will be mailed with enrollment
confirmation.

Certificate Group # 3307

Segment I, Term 1083

☐ Monday, March 17, Northeastern Connecticut Council of
Governments, Killingly (Dayville) (S101) 6 – 10 PM

☐ Saturday, March 29, DEP Marine Headquarters,
Old Lyme, (S102) 9AM – 1PM

☐ Tuesday, April 1, Kellogg Environmental Center,
Derby, (S103) 6-10 PM

☐ Saturday, April 12, Sessions Woods WMA, Burlington,
(S104) 9 AM – 1 PM

Segment II, Term 1075

☐ Tuesday, May 20 and Thursday, May 22, UConn School
of Business Graduate Learning Center, Hartford,
(S201) 6:30 – 9:30 PM

☐ Wednesday, May 28, Northeastern Connecticut Council of
Governments, Killingly (Dayville) (S202) 9AM – 4 PM

☐ Monday, June 2, Sessions Woods WMA, Burlington,
(S203) 9AM – 4 PM

☐ Wednesday, June 4, Lapham Community Center,
New Canaan, (S204) 9AM – 4 PM

☐ Wednesday, June 11, DEP Marine Headquarters,
Old Lyme, (S205) 9AM – 4 PM

Fee: \$55 per course section

(includes handouts and refreshments)

☐ DEP voucher # _____ enclosed.

☐ Check enclosed made payable to UConn.

☐ PO# _____

☐ VISA ☐ MasterCard ☐ Discover

☐ Diners International

Card Number _____

Exp. Date _____

Signature _____

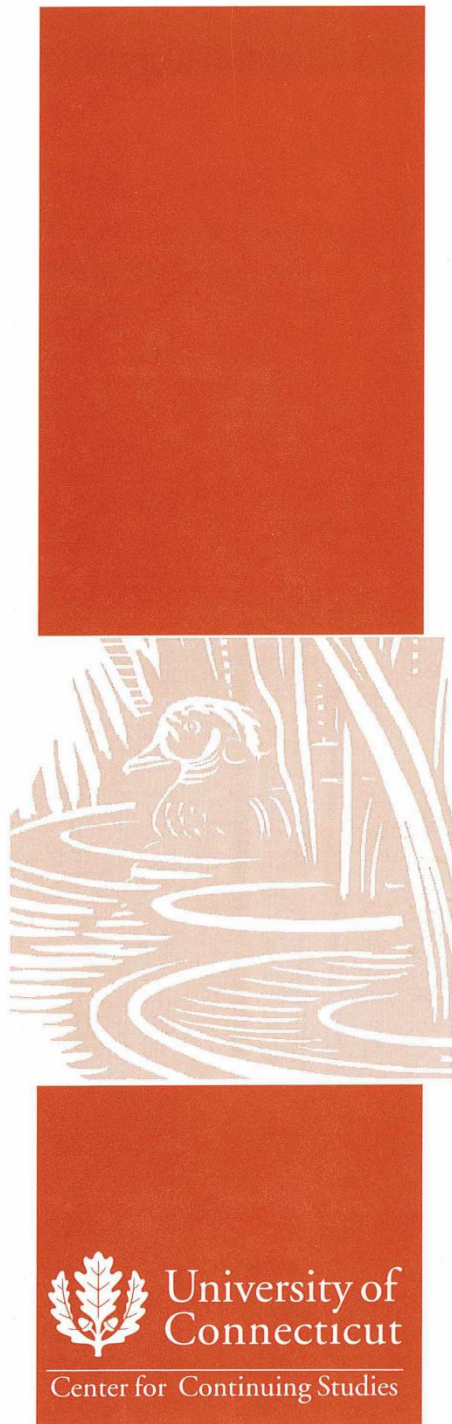
Mail: University of Connecticut, Student Services Office,
One Bishop Circle, Unit 4056, Storrs, CT 06269-4056

Online registration:

<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

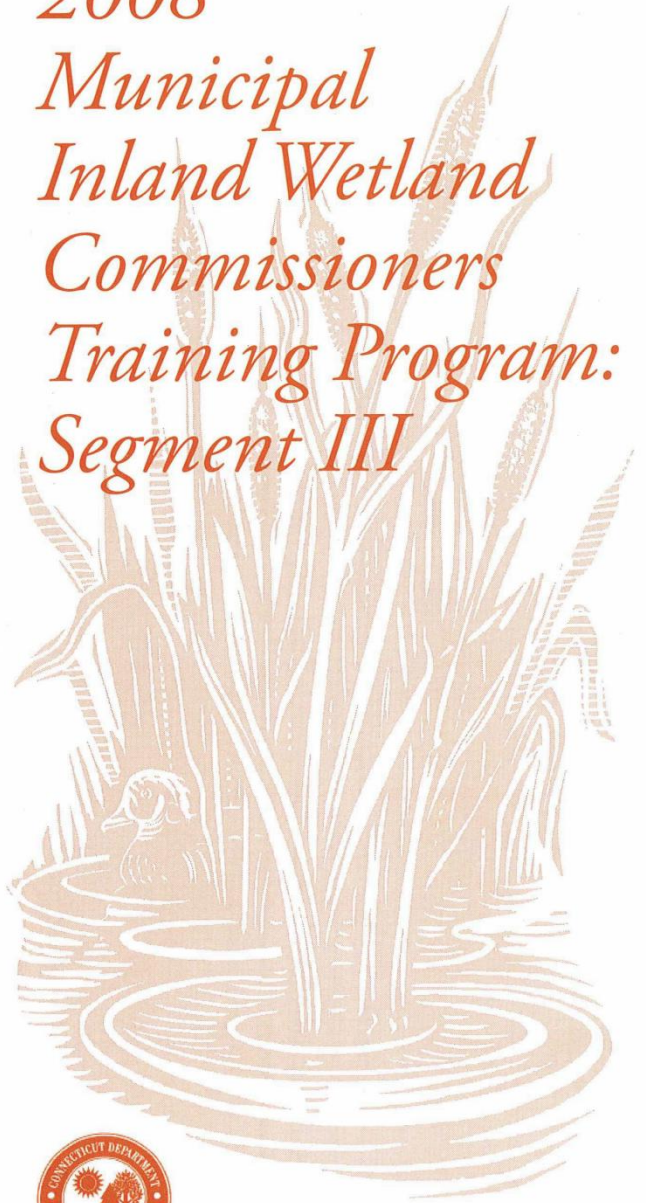
Phone: 877-892-6264 or 860-486-4905; **Fax:** 860-486-0272

Appendix B2



Visit us online at
continuingstudies.uconn.edu

2008 *Municipal Inland Wetland Commissioners Training Program: Segment III*



*State of Connecticut
Department of Environmental Protection
79 Elm Street, Hartford CT 06106-5127
Gina McCarthy, Commissioner
www.ct.gov/dep*

The 2008 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Environmental Protection (DEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEP is charged with developing an annual comprehensive training program for inland wetlands agency members and staff. The annual program covers a broad range of legal, administrative and scientific subjects relevant to municipal inland wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 170 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- ▲ Segment I is tailored for **new** agency members and staff.
- ▲ Segment II is recommended for all agency members and staff.
- ▲ Segment III is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

What happens if a program segment is cancelled or rescheduled?

The DEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. Please call the UConn student services office at 877-892-6264 or 860-486-4905.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(d) provides that the DEP waive program registration fees for one person from each town. A voucher for Segment III of the 2008 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To be eligible for free registration, the person selected by his or her wetlands agency must include the **original DEP voucher** with the registration form that is sent to UConn. The prepaid voucher is not transferable and therefore participant substitution is not allowed for those registrants. For online registration use the voucher code to receive complimentary registration.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The Statute requires duly authorized wetland agents to complete the DEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. Agents who have completed all segments of a DEP Municipal Inland Wetland Commissioners Training Program offered annually since 1995 meet this requirement. Other agents must complete all segments of the 2008 or a future annual training program to meet this requirement.

How does one register for future training programs?

Each year a brochure containing program information and a registration form for Segment I and Segment II, as well as one voucher, are mailed to every municipal inland wetlands agency in February. A second brochure and voucher for Segment III are mailed in September. Online registration is also available at these times.

Important Program Details

- ◆ All workshops will be conducted from 9:00 a.m. – 3:30 p.m.
- ◆ Workshops will be held rain or shine so please bring rain gear if appropriate. In the case of severe weather, the afternoon field portion may be canceled.
- ◆ Due to workshop class size and field constraints pre-registration is required, no walk-in registrations will be allowed.
- ◆ Due to the popularity of Segment III, please cancel (by calling 860-486-4905) if you cannot attend so that we may notify the next person on the waiting list.
- ◆ Cancellation must be received at least 48 hours prior to the start of the program for a refund.
- ◆ Morning refreshments will be provided.
- ◆ Please remember to bring your own lunch or be prepared to purchase one at a near-by establishment.
- ◆ Remember appropriate foot wear for field conditions. The Torrington field site is primarily flat mowed grass. The Storrs site has uneven and hilly terrain.

Workshop Description

Connecticut's Inland Wetlands and Watercourses: Soils and their Relationship to Water Quantity and Water Quality

Segment III is designed for municipal inland wetlands agents, enforcement officers and experienced commission members. This all-day program will provide participants with an overview of soil science with an emphasis on the effects of soils on water quantity and quality.

Pursuant to Connecticut's Inland Wetlands and Watercourses Act, wetlands are defined by soil type. Further, different types of soils will absorb and hold moisture in different ways. Knowledge of the physical, chemical and biological characteristics of soils, and their management, is essential for understanding how soils affect water quantity and quality.

Segment III will begin with a series of indoor presentations aimed at providing participants with an understanding of soil characteristics and their relation to water quantity and quality. The second half of the day will take place in the field where we will review three exposed soil profiles. Soil scientists from the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) will assist in conducting the workshop.

Segment III will be held at two different locations: UCONN- Torrington campus and UCONN-Storrs campus. The Torrington location is particularly well-suited for people who have limited mobility because of the close proximity of the field site to the classroom, and the flat, mowed grass topography of the field site. The Storrs field site will involve walking on uneven terrain and consists of hilly topography. Due to limited parking, transportation to the Storrs' field site will be provided. All participants will be required to use workshop transportation.

The program will be held rain or shine; however, in the case of severe weather, the afternoon field portion may be canceled. Please wear suitable footwear, dress appropriately for the weather, and remember to bring your own lunch.



Registration Form

Wetlands

Please make a copy of this registration form for additional registrants.

Name _____
(Name as it will appear on your certificate, if applicable.)

Social Security # _____
(Optional: will be used only as your student identification number.)

Phone: Day () _____
Evening () _____

Preferred Mailing Address: ☐ Home ☐ Business

Street _____

City _____ State _____ Zip _____

Email _____

Please check the following as they apply to you.

I am:

☐ An appointed/elected member of my municipal
Inland Wetlands Agency/Commission for the town

of _____

☐ The authorized municipal Inland Wetlands Agent
for the town of _____

☐ Submitting a DEP voucher for the town of _____

Please let us know if you require special services due to
a disability:

Directions to segment locations are available online
(<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>).

Segment III

Fall 2008

Certificate Group # 3307

Segment III, Term 1088

Connecticut's Inland Wetlands and Watercourses: Soils and their Relationship to Water Quantity and Water Quality

☐ Wednesday, October 15, 2008, UConn – Storrs,
Bishop Center (S301) 9 a.m.- 3:30 p.m.

☐ Saturday, October 18, 2008, UConn – Storrs, Young
Building (S302) 9 a.m.- 3:30p.m.

☐ Wednesday, October 29, 2008, UConn – Torrington,
Hogan Lecture Hall (S303) 9 a.m.- 3:30p.m.

☐ Saturday, November 1, 2008, UConn – Torrington,
Hogan Lecture Hall (S304) 9 a.m.- 3:30p.m.

☐ Wednesday, November 5, 2008, UConn – Torrington,
Hogan Lecture Hall (S305) 9 a.m.- 3:30p.m.

Fee: \$60 per course section

(includes handouts and refreshments)

☐ DEP voucher # _____ enclosed.

☐ Check enclosed made payable to UConn.

☐ PO# _____

Online registration:

Have credit card information ready.

Visa, MasterCard, Discover, Diners International.

<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Mail:

Enclose completed form & DEP voucher, check or P.O. :

University of Connecticut, Student Services Office,

One Bishop Circle, Unit 4056, Storrs, CT 06269-4056

Phone:

860-486-4905

Appendix C1

LIST OF PRESENTERS

SEGMENT I

Patricia Horgan
Assistant Attorney General

Steven Tessitore
DEP Inland Water Resources
Division

Darcy Winther
DEP Inland Water Resources
Division

Scott Koschwitz
Assistant Attorney General

David Wrinn
Assistant Attorney General

SEGMENT II

Attorney Mark Branse
Branse, Willis & Knapp

Attorney Ronald Ochsner
Branse, Willis & Knapp

Attorney Matthew Willis
Branse, Willis & Knapp

Patricia Horgan
Assistant Attorney General

S. Derek Phelps
The Connecticut Siting Council

David Wrinn
Assistant Attorney General

Attorney Eric Knapp
Branse, Willis & Knapp

Dr. Rollin Shoemaker
Professional Registered
Parliamentarian

Darcy Winther
DEP Inland Water Resources
Division

Scott Koschwitz
Assistant Attorney General

Steven Tessitore
DEP Inland Water Resources
Division

SEGMENT III

Margie Faber
USDA NRCS

Shawn McVey
USDA NRCS

Darcy Winther
DEP Inland Water Resources
Division

Kip Kolesinskas
USDA NRCS

Steven Tessitore
DEP Inland Water Resources
Division

Carl Zimmerman
DEP Inland Water Resources
Division

Lisa Krall
USDA NRCS

Appendix C2



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION



2008 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

SEGMENT I

CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES ACT: *A PRIMER FOR NEW INLAND WETLANDS AGENCY MEMBERS AND STAFF*

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 10:00 AM	Wetland and Watercourse Identification
10:00 AM - 10:15 AM	Break
10:15 AM - 11:15 AM	Introduction to the Inland Wetlands and Watercourses Act
11:15 AM - 11:30 PM	Break
11:30 PM - 12:15 PM	A Basic Lesson on Maps and Site Plan Review
12:15PM - 12:45 PM	Function and Values of Wetlands and Watercourses
12:45 PM - 1:00 PM	Questions and Wrap-up
1:00 PM	Adjourn

Appendix C3



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION

2008 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



SEGMENT II

CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES ACT: A LEGAL, ADMINISTRATIVE, AND RESOURCE MANAGEMENT UPDATE

AGENDA

8:30 AM - 9:00 AM	Registration / Coffee
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 9:30 AM	Legislative Update
9:30 AM - 10:15 AM	Office of the Attorney General: Review of Court Cases <ul style="list-style-type: none">· Appellate Court· Supreme Court
10:15 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	Office of the Attorney General: Permitted Operations and Uses - Farming
11:15 AM - 12:00 PM	The Connecticut Siting Council
12:00 PM - 12:15 PM	Morning Wrap-up
12:15 PM - 1:15 PM	Lunch
1:15 PM - 1:30 PM	Introduction to the Afternoon Program
1:30 PM - 2:15 PM	Robert's Rules of Order
2:15 PM - 2:30 PM	How Robert's Rules Apply to Municipal Inland Wetlands Agencies
2:30 PM - 2:45 PM	Break
2:45 PM - 3:30 PM	Public Hearing Procedures
3:30 PM - 3:45 PM	Additional Questions
3:45 PM - 4:00 PM	Program Wrap-up and Adjourn

Appendix C4



STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION



Municipal Inland Wetland Commissioners Training Program

Segment III – October / November 2008

*Connecticut's Inland Wetlands and Watercourses:
Soils and their Relationship to Water Quantity and Water Quality*

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in and Coffee
9:00 AM - 9:10 AM	Welcome and Introductions
9:10 AM - 9:20 AM	Soils and Connecticut's Inland Wetlands and Watercourses Act
9:20 AM - 10:20 AM	An Introduction to Soils and their Classification
10:20 AM - 10:30 AM	Break
10:30 AM - 11:30 AM	Soils and Their Relationship to Water Quantity and Water Quality
11:30 AM – 12:00 PM	The Web Soil Survey and The Smithsonian Soils Exhibit
12:00 PM – 12:15 PM	Additional Questions and Discussion of Afternoon Logistics
12:15 PM – 1:15 PM	Lunch
1:15 PM - 3:30 PM	Field
3:30 PM	Adjourn

Appendix D1

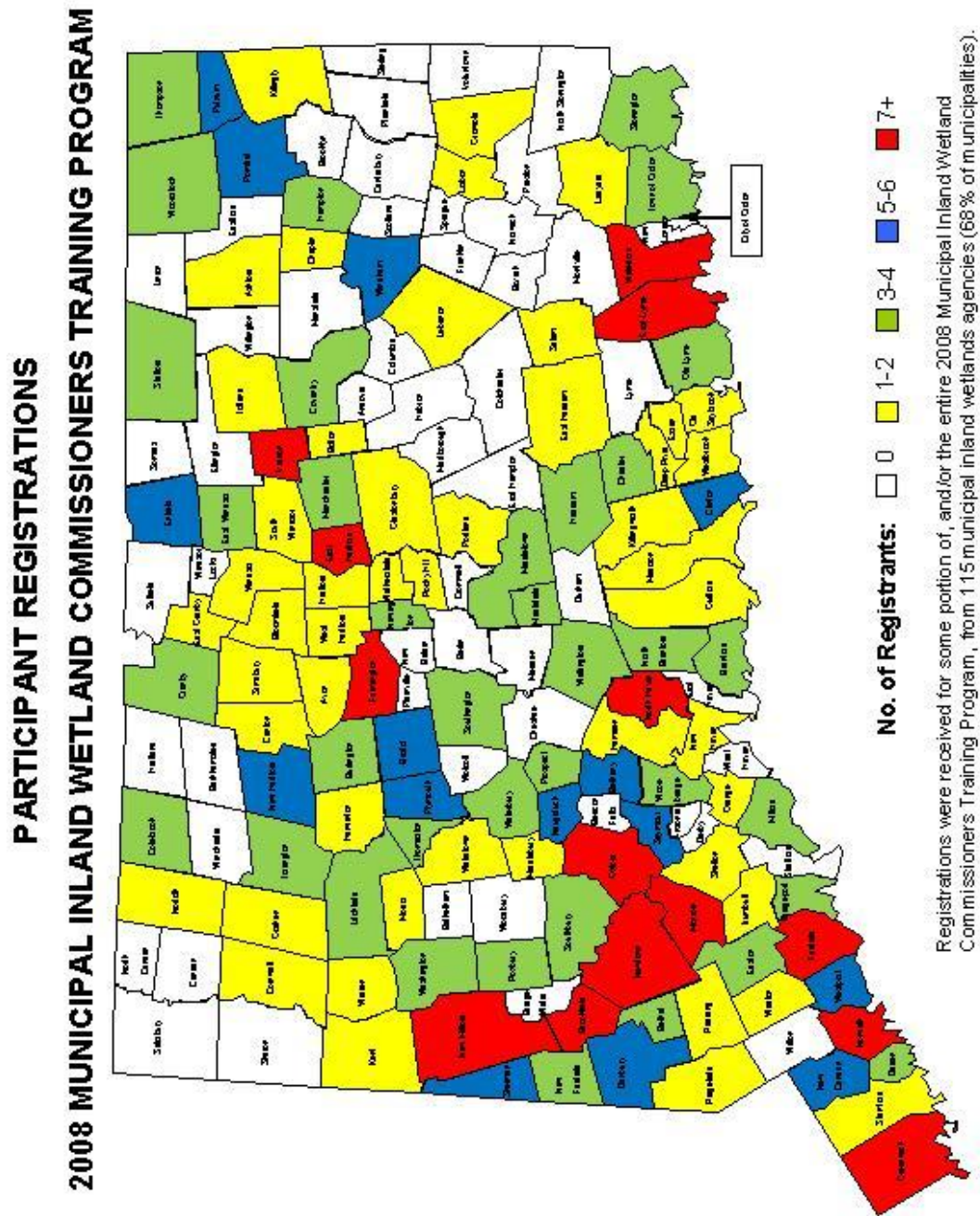
Side 1

Municipal Inland Wetland Commissioners Training Program	
2008 DEP VOUCHER for SEGMENT III	
Town/City Name: <u>Town Name</u>	2008 Segment III DEP Voucher #: <u>DEP-###</u>
Participant Name: _____	
Daytime Phone #: _____	
PLEASE PRINT	
SEE INSTRUCTIONS ON REVERSE SIDE	

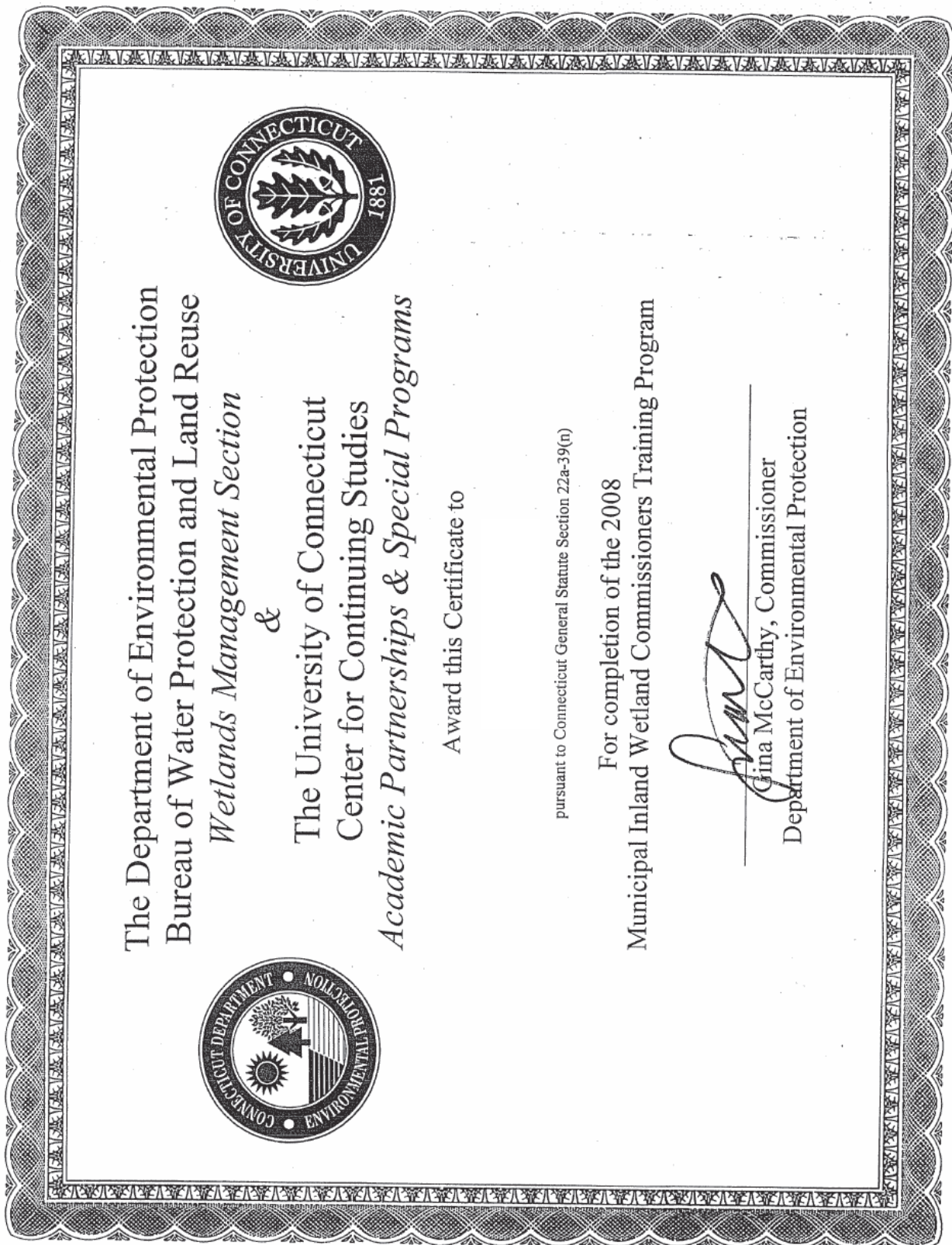
Side 2

<p>INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE 2008 DEP VOUCHER for SEGMENT III:</p> <ul style="list-style-type: none">♦ This voucher (CGS Sec. 22a-42(d)) authorizes one person from each town to register free of charge for Segment III of the 2008 Municipal Inland Wetland Commissioners Training Program.♦ Three options exist for registering using this voucher:<ol style="list-style-type: none">1. Mail in this original completed voucher with a completed registration form to the University of Connecticut at the address stated on the registration form.2. Phone in your registration and provide to the operator the <i>2008 Segment III DEP Voucher #</i> printed on the reverse side of this voucher.3. Complete an on-line registration form and provide where requested the <i>2008 Segment III DEP Voucher #</i> printed on the reverse side of this voucher. For on-line registration go to the following address: http://www.continuingstudies.uconn.edu/professional/dep/wetlands.html♦ Photocopies and faxes of this voucher will not be accepted.♦ Remember to make a copy of this voucher and the registration form for your records.♦ If you have any questions contact Darcy Winther, DEP Wetlands Management Section, at (860) 424-3019.

Appendix D2



Appendix E



Appendix F

Services Provided by the University of Connecticut, College of Continuing Studies (CCS)

Services provided by CCS included: 1) receiving telephone, FAX, mail, or in-person registration; 2) accepting cash, check, money order, credit card or DEP voucher; 3) full accounting services; 4) sending via first class mail individual registration confirmations; 5) preparing periodic registration counts and rosters; 6) preparing final numerical reports and tabulating exit questionnaires; 7) personal consulting services of a Program Coordinator to assist in implementation and evaluation of the program; 8) planning and/or facilitation of food services; 9) arranging for instructional space and set-ups including on-site registration; 10) procuring participant transportation for field workshops; 11) marketing services including copy writing for brochures and certificates; and 12) long-term data management.

Services Provided by the Connecticut Department of Environmental Protection (DEP)

DEP staff handled: 1) planning and development of the annual training program, including curriculum development; 2) daily training program inquiries via phone or e-mail; 3) drafting and printing the voucher; 4) drafting and editing the program brochures; 5) two mass mailings of the voucher and program brochure to all municipal inland wetlands agencies; 6) photocopying program handouts and collating the information into text packets; 7) procuring guest speakers; 8) procuring audio-visual equipment; 9) handling on-site logistics with the assistance of CCS; 10) mailing program certificates of attendance; and 11) developing annual training program reports.

Appendix G

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2008 Municipal Inland Wetland Commissioners Training Program Segment Evaluation
Center for Continuing Studies, Academic Partnerships & Special Programs / CT DEP
Your comments are valuable for planning future training sessions. Thank you for your time and participation.

Date: Which segment are you evaluating? <input type="checkbox"/> Segment I <input type="checkbox"/> Segment II <input type="checkbox"/> Segment III	How long have you been a member of your inland wetland commission? <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 - 2 years <input type="checkbox"/> 3 - 4 years <input type="checkbox"/> 5 - 10 years <input type="checkbox"/> More than 10 years	Location of Course <input type="checkbox"/> Burlington - Sessions Woods <input type="checkbox"/> Derby - Kellog Environmental Center <input type="checkbox"/> Hartford Downtown <input type="checkbox"/> Killingly - NECOG <input type="checkbox"/> Old Lyme - DEP Marine Headquarters <input type="checkbox"/> Storrs - UConn Bishop Center Other Location: _____
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I am attending training as <input type="checkbox"/> A member of my Inland Wetland Commission <input type="checkbox"/> Staff for my Inland Wetland Commission <input type="checkbox"/> Other town staff <input type="checkbox"/> Other position	Member's Town: _____ Staff's Town: _____ Other Position: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

	Excellent	Good	Fair	Poor	N/A
Overall, how would rate this segment ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How did this segment meet your expectations/respond with your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the materials distributed in this segment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate speakers' knowledge about their topics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate speakers' preparation for courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate speakers' ability to communicate clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate speakers' ability to answer questions clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate speakers' ability to encourage participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the location accessibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What additional topics / education programs would you like us to offer? _____ _____ _____ _____	Additional Comments: _____ _____ _____ _____
-----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

